

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF APRIL 15 – 19, 2013

MONDAY, APRIL 15, 2013

*8:30 am Solid Waste Board

Port & Solid Waste Office
2561 S. Broadway Street

*3:00 pm Housing Authority

Room 400, City Hall
100 N. Jefferson Street

TUESDAY, APRIL 16, 2013

*5:00 pm Veterans' Recognition Subcommittee

Room 201, Northern Bldg.
305 E. Walnut Street

WEDNESDAY, APRIL 17, 2013

*7:00 pm Brown County Board of Supervisors

Legislative Rm 203, City Hall
100 N. Jefferson Street

THURSDAY, APRIL 18, 2013

*5:15 pm Library Board

Central Library
515 Pine Street

FRIDAY, APRIL 19, 2013

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

- PUBLIC NOTICE -

BROWN COUNTY SOLID WASTE BOARD

Monday, April 15, 2013

8:30 a.m. at the Port and Solid Waste Office
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Drive to Outagamie County (8:30 a.m.)
4. Approval/Modification – Meeting Agenda (9:00 a.m.)
5. Approval/Modification – Meeting Minutes of March 18, 2013
6. East Landfill Shingle Land Lease Addendum – *Request For Approval*
7. BOW Recycling Facility 2nd Shift - *Update*
8. Stewardship Grant – *Update*
9. Director's Report
10. Such other Matters as Authorized by Law
11. Joint BOW Strategic Planning Meeting with Outagamie and Winnebago County
(10:00 a.m.)
12. Tour of BOW landfill and Materials Recycling Facility (12:00 p.m.)
13. Adjourn (back in Brown County at 1:30 p.m.)

Dean R. Haen
Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Solid Waste Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, April 15, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 400
Green Bay, WI 54301

****PLEASE NOTE CHANGE OF ROOM****

MEMBERS: Tom Diedrick–Chair, Rich Aicher–Vice-Chair, Ann Hartman, Sup. Andy Nicholson, Corday Goddard

APPROVAL OF MINUTES:

1. Approval of the minutes from the March 18, 2013, meeting of the Brown County Housing Authority

COMMUNICATIONS:

2. Letter dated April 2, 2013, from Rich Aicher regarding his resignation as a Commissioner of the BCHA

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
 - G. VASH Reports (active VASH, new VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations
 - I. Reasons for Background Screening Denials

OLD BUSINESS:

4. Discussion and possible action regarding request from a BCHA downpayment loan recipient for a future homebuyer to assume their loan
5. Update on use of joint reserves for personnel to do back-scanning of tenant file information
6. Discussion and possible action regarding port-outs

NEW BUSINESS:

7. Review and approval of proposed Utility Allowances for Housing Choice Voucher Program effective July 2013

INFORMATIONAL:

8. Update on federal funding

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

9. Update on Senior Accountant position

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

VETERANS SUBCOMMITTEE

Bernie Erickson, Chair
Sherry Steenbock, Vice Chair
Rosemary Desisles.
James Haskins, John Maino,
Troy Ness, Delores Pierce, Duane Pierce,
John Walschinski, Joe Witkowski

****Running Total of Veterans' Certificates: 1427**

VETERANS' RECOGNITION SUBCOMMITTEE

TUESDAY, APRIL 16, 2013

5:00 p.m.

**Room 201, Northern Building
305 E. Walnut Street**

1. Call Meeting to Order.
2. Invocation by Jim Haskins.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of March 19, 2013.
5. Brown County Fair – 2013 Veterans Appreciation Day Discussion.
6. Discussion re: Commemorative Partner Program for 50th Anniversary of Vietnam War with possible action.
7. Discussion re: Identification of Veterans on Drivers Licenses.
8. Report from CVSO Jerry Polus.
9. Report from Committee Members Present (Erickson, Desisles, Haskins, Maino, Ness, Pierce, Steenbock, Walschinski & Witkowski).
10. Such Other Matters as Authorized by Law.
11. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4013 FAX (920) 448-6221

E-mail BrownCountyCountyBoard@co.brown.wi.us.

PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats, notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, April 17, 2013 at 7:00 p.m.** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a) Must be limited to items not on the agenda.
 - b) State name and address for the record.
 - c) Comments will be limited to five minutes.
 - d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.
3. **Approval of Minutes of March 20, 2013**
4. **Announcements of Supervisors.**
5. **Communications:**
 - a) Communication from Supervisor Campbell re: setting up a college-level internship program with one or two interns assigned to market to the public our programs and facilities.
 - b) Late Communications.
6. **Appointments:**
County Executive
 - a) Appointment of Cullen Peltier as the Director of Public Safety Communications.
7. **Reports by:**
 - a) County Executive.
 - b) Board Chairman.
8. **Other Reports:** (None)
9. **Standing Committee Reports:**
 - a) Report of Administration Committee of March 28, 2013.
 - b) Report of Education & Recreation Committee of April 4, 2013.
 - c) Report of Executive Committee of April 8, 2013.
 - d) Report of Human Services Committee of March 27, 2013.

- e) Report of Planning, Development & Transportation Committee of March 25, 2013
- i) Report of Land Conservation Subcommittee of March 25, 2013.
- f) Report of Public Safety Committee of April 4, 2013.

10. **Resolutions, Ordinances:**

Administration Committee

- a) Ordinance creating Section 3.35 of the Brown County Code entitled "Purchasing Ordinance".
Referred to April CB Mtg from March CB. Motion at Admin: To approve.

Administration Committee and Executive Committee

- b) Resolution re: Supporting Efforts to Maintain the Tax-Exempt Status of Municipal Bonds.
Motion at Admin: i) To amend the resolution to add the words "and forward to Wisconsin federal delegation" to the end of the resolution; ii) To approve as amended; Motion at Exec: To approve.

Executive Committee

- c) Resolution to Establish Term Limits for Board Supervisors. *Motion at Exec: Receive and place on file.*
- d) Resolution to Approve Submission Requirements for Proposed Amendments to the Annual Budget by Board Supervisors. *Motion at Exec: To refer to Corporation Counsel to draft a resolution that is non-binding and return to committee.*
- e) Resolution re: Change in Table of Organization Human Services Department – Advanced Practice Nurse Prescriber. *Motion at Exec: To approve.*

Planning, Development & Transportation Committee and Executive Committee

- f) Resolution re: Change in Table of Organization Public Works Department Electrician Journeyman. *Motion at PD&T: To approve; Motion at Exec: To approve.*
- g) Resolution to Approve the Purchase and Subsequent Sale of Parcel HL-356, located adjacent to the property proposed under the 1998 Landfill Siting Agreement for the Construction of a South Landfill in the Town of Holland. *Motion at PD&T: To approve; Motion at Exec: Receive and place on file.*

Public Safety Committee and Executive Committee

- h) Resolution requesting the Brown County Board of Supervisors contract for an Assistant District Attorney Position and a support staff position. *Referred to April CB Mtg from March CB. Motion at Public Safety: To delete the second whereas and change the now-second (previously third) whereas to replace 1000 charges with 584 referrals, delete the third whereas (previously fourth) and amend the last whereas to read as follows: Whereas, the District Attorney has provided a budget as follows: \$78,000 for a contracted attorney, \$54,988.50 for a Legal Assistant II and \$16,679 for necessary equipment to be used by December 31, 2014 or until funding runs out; Motion at Exec: i) To approve with the amendment of a change to financials related to the Legal Assistant II position – that is contracted with no benefits; ii) To approve as amended.*

Administration Committee and Planning, Development & Transportation Committee:

- i) Resolution to Approve Settlement Agreement for Marine Shale Processors Site.

Closed Session

- 11. Discussion and possible action regarding the proposed settlement offer on the hazardous waste claim at Marine Shale Processors Site.
 - a. Closed Session to discussion with legal counsel the strategy and proposed action on the settlement offer for the hazardous waste claim at Marine Shale Processors Site, pursuant to Wis. Stat. §19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
 - b. Open Session: Discussion and possible action regarding the proposed settlement offer on the hazardous waste claim at Marine Shale Processors Site.

12. **Such other matters as authorized by law.**
13. **Bills over \$5,000 for period ending March 31, 2013.**
14. **Closing Roll Call.**
15. **Adjournment to Wednesday, May 15, 2013 at 7:00 p.m., Legislative Room, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:

A handwritten signature in black ink, appearing to read "Patrick W. Moynihan, Jr.", with a long, sweeping horizontal line extending to the right.

Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

LIBRARY

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400
FAX (920) 448-4364

LYNN M. STAINBROOK
DIRECTOR

E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

"Providing trusted information and resources to connect people, ideas and community."

BROWN COUNTY LIBRARY BOARD

**Brown County Central Library
515 Pine Street, downtown Green Bay
Thursday, April 18, 2013
5:15 p.m.
AGENDA**

1. Call to Order
2. Consent Items (5 minutes)
 - a. Approve/modify agenda
 - b. Approval of minutes
3. Communications and Open Forum for the Public (5 minutes)
4. Report from Museum-Library Taskforce (5 minutes)
5. Strategic Planning Discussion (30 minutes)
6. Library Business (30 minutes)
 - a. Information Services Report
 - b. Financial Manager's report, bills and donations
 - c. Approve Budget Adjustment Notice - Transfer budget dollars in the amount of \$6,500 from the Vehicle/Equip. Gas/Oil etc. account to the new Intra-County Expense Highway account.
 - d. Personnel
 - e. Facilities report
7. Nicolet Federated Library System (5 minutes)
 - a. Monthly update
8. Old Business (5 minutes)
9. President's Report (5 minutes)
10. Director's Report – questions/clarifications (5 minutes)
11. Such Other Matters as are Authorized by Law (5 minutes)
12. Meeting Summary/Next Meeting Planning (5 minutes)
13. Adjournment

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.

Next Meeting: Thursday, May 16, 2013 at 5:15
at the Weyers-Hilliard Branch, 2680 Riverview Drive, Howard



Kathy L. Pletcher, President



APRIL 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 Public Safety 5:00 pm Ed & Rec 5:30 pm	5	6
7	8 Executive Cmte 5:30 pm	9	10	11	12	13
14	15	16 Vets Recognition Subcommittee 5:00 pm	17 Board of Supervisors 7:00 pm	18	19	20
21	22 Land Con 6:00 pm PD&T 6:15 pm	23	24 Human Services 6:00 pm	25 Administration Cmte 5:00 pm	26	27
28	29	30				



MAY 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Ed and Rec 5:15 pm Public Safety 5:30 pm	2	3	4
5	6 Executive Cmte 5:30 p.m.	7	8	9	10	11
12 	13	14	15 Board of Supervisors 7:00 pm	16	17	18
19	20	21 Vets Recognition Subcommittee 5:00 pm	22 Human Svc 6:00 pm	23 Admin Cmte 5:00 pm	24	25
26	27 <i>Memorial Day!</i> 	28	29 Criminal Justice Coordinating Board 8 am	30	31	

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center (March 28, 2013)
- Housing Authority (March 18, 2013)
- Revolving Loan Fund Committee (February 12, 2013)
- Solid Waste Board (January 21, 2013)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

March 28, 2013

PRESENT: Beth Relich, Steve Daniels, Pat Hickey, Lisa Van Donsel, Marvin Rucker, Larry Epstein, Barbara Robinson, Bill Clancy, Keith Pamperin, Melanie Maczka, Donajane Brasch

EXCUSED: Tom Diedrick, Joan Swigert

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers, Laurie Ropson, Sandy Groeschel, Donovan Miller, Denise Misovec

The meeting was called to order by Vice Chairperson, Pamperin at 8:34 a.m.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: Vice Chairperson Pamperin introduced Mr. Miller as the newest addition to the ADRC Staff. Mr. Miller stated that he started at the ADRC as an accounting intern and entered the private sector after graduating. In February he was hired by the ADRC as an Accounting Clerk and will be assisting the ADRC Accountant.

ADOPTION OF THE AGENDA: Ms. Van Donsel/Ms. Brasch moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF February 28, 2013:

Mr. Epstein/Ms. Hickey moved to approve the minutes of the regular meeting of February 28, 2013. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None. Mr. Epstein suggested that we include in the AddLIFE News when the ADRC Board meets and that these meetings are open to the public. Ms. Christianson agreed and we will certainly do this.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF FEBRUARY 2013 FINANCE REPORT: Ms. Bowers reviewed the February, 2013 Finance Report.

Ms. Van Donsel requested a larger font be used for the financial report. Ms. Bowers will make this change.

Ms. Relich/Ms. Van Donsel moved to approve and place on file the February, 2013 Financial Report. **MOTION CARRIED.**

B. There were no Restricted Donations in February.

STAFF REPORT: YEAR END REPORT BY LAURIE ROPSON: Ms. Ropson distributed the ADRC's 2012 Annual Report to board members. She presented our year in review by highlighting the growth in contacts, consumers, and programs. She also shared new interventions with an ADRC Facebook page and Wellness Studio. Ms. Ropson further discussed how we can do more together through our collaborations with N.E.W. Curative, the healthcare systems, Streu's Pharmacy, NWTC, the Green Bay Fire Department, the American Red Cross Transportation Program, the Green Bay West Lions Club, the Mediation Center of Greater Green Bay, Brown County United Way and the Crisis Center (211), Family Services, and the Brown County Veterans Office.

Ms. Robinson praised the report and raised the complex issue of caregiver needs. She suggested the ADRC may need to advocate for a new definition for caregiver support services and what works. I&A Services are as important a caregiver service as support groups are. Ms. Christianson concurred and

summarized the range of caregiver services the ADRC currently provides, support groups, classes, and respite.

Chairperson Pamperin complimented Ms. Ropson and the ADRC on the 2012 Annual Report which he stated was professional looking and very well done. Board members were excited about sharing this report during presentations as a means of helping their audience relate to the services provided by the ADRC. Ms. Christianson stated that any time board members needed copies of this report or our AddLIFE News for presentations, we would be happy to provide them. Ms. Ropson also noted that the 2012 Annual Report will also be available on the ADRC Website.

STAFF SWOT-PRIORITIES: Ms. Christianson referred board members to the SWOT (Strengths, Weaknesses, Opportunities & Threats) Analysis that was included in the board packet. She explained that over the next couple of months we will be putting our 2014 budget together. The process began last year with Listening Sessions to gather input from consumers and caregivers, feedback from our Board Members and their contacts, and the ADRC Staff.

The opportunities were discussed. Mr. Epstein inquired about the identified threats, and which ones we planned to address. Ms. Christianson discussed Care Works, a statewide database that will bring many programs together. This will be overwhelming and our staff will need to be trained to complete the migration process. Options to support a transition were shared. Other threats included our reliance on senior employment training program funding for senior aides, continued growth of the agency and its impact on our culture, and the increased volume of clients.

Ms. Christianson noted that she wanted to give the board an idea of where we're going with this and stated that we will be coming back with more specific plans as we start putting the budget together.

BY LAWS-RECOMMENDED CHANGES: Ms. Christianson referred board members to the existing by-laws and the memo with the proposed changes that were mailed to them at least five (5) days before this meeting. She proceeded to review the proposed changes.

Mr. Rucker referred to the proposed language of Article V-Section 3-Committees and expressed concern with regard to making a participant who is not a current board member a member of a committee. He did feel that non-committee members with expertise could attend a meeting as a consultant without becoming a member of the committee. The board agreed to limit committee members to current board members.

Mr. Epstein questioned the word "serve" in Article V-Section 4-1. The board agreed to change "serve" to "consult". In Article V-Section 4-3 Mr. Epstein also questioned "additional member". The board agreed to change it to "additional board member".

Ms. Robinson suggested in Article 1 – Powers and Duties, Section 5b under proposed changes the first line should read "for people who are older and adults with disabilities including" as it will read at the end of that sentence when that change is made. The board agreed to the change.

Mr. Pamperin recommended that the director submit the by-law amendments to Corp. Counsel as approved by the ADRC Board.

Ms. Van Donsel/Ms. Robinson moved to approve the proposed by-law changes with the additional above corrections. **MOTION CARRIED.**

IMPACTS OF SEQUESTRATION ON OLDER AMERICAN'S ACT FUNDS: Ms. Christianson informed board members that we are still waiting for exact numbers regarding the sequester impact on Older American's Act Funds. We expect to receive these numbers in about a week or two. At this point it is anticipated that it is based on our 2012 original allocation that came to us and not what our actual award of dollars was for 2013. We need some clarity as to which pot of dollars they are calculating this from. We will have some reductions this year and predict additional reductions in 2014; but, we don't have the exact dollar amounts. The challenge for us is that these Older American's Act dollars are already small in comparison to our whole budget and we are not allowed to use our ADRC dollars to

support our Older American's Programs. We also need clarity as to how, or if, our Medical Assistance Claiming Dollars will be affected.

FAMILY CARE UPDATES: Ms. Christianson reported that Family Care Expansion was not included in the Governor's budget and the only way for it to expand is if Joint Finance includes it in the budget. The Joint Finance Committee will hold a public hearing at Lambeau Field on Monday, April 8th, from 10:00 a.m. – 5:00 p.m. Rolf Hansen of NE Wisconsin Family Care, Disability Rights of Wisconsin, and the Board for People with Developmental Disabilities have been advocating and educating families on this issue. Representatives John Nygren and John Klenke are members of the Joint Finance Committee that represents Brown County. The ADRC Board and Staff role is to advocate on this issue. A broad discussion of Family Care and various positions took place. Ms. Christianson encouraged anyone who can attend to please do so. Ms. Van Donsel reminded others that, if they are unable to attend, they can send in their written comments.

DIRECTOR'S REPORT:

- A. **BUDGET WORKPLAN TIME LINE:** Ms. Christianson referred board members to the 2014 Budget Work Plan included in the board packet. She highlighted the July meeting as that is when the ADRC Board will be making final decisions to our budget. The other important date is in November when the County Board meets to approve budgets. She assured board members that they will be kept informed throughout the process.
- B. **WELLNESS STUDIO UPDATE:** As previously approved by the board, room 135-B is being converted to a Wellness Studio. Our vision is a peaceful, quiet, and serene location to accommodate Tai Chi, Yoga, prevention classes, and support groups. This space is about physical, emotional, psychological and mental wellness. Completion will be the first week in May as we will be hosting an open house on the evening of May 13th. More information will be sent to board members as it becomes available.

LEGISLATIVE UPDATES:

- Ms. Van Donsel reminded those present that April 2nd is Election Day. Please vote.
- Ms. Robinson requested some talking points to enable her, as a board member, to be a good advocate surrounding the issue of Family Care. Ms. Christianson agreed to send talking points created by reliable sources to the board to help them prepare to testify.

ANNOUNCEMENTS:

- Ms. Van Donsel announced the MS Walk on April 21st to raise money for MS research. She will be participating and encouraged others to attend.

NEXT MEETING – April 25, 2013: The next meeting will be held on Thursday, April 25, 2013 at N.E.W. Curative. Ms. Misovec encouraged board members to plan on touring the N.E.W. Curative Facility following the meeting.

ADJOURN: Sup. Clancy/Mr. Epstein moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:48 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, March 18, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 400
Green Bay, WI 54301

MEMBERS PRESENT: Tom Diedrick–Chair, Ann Hartman, Sup. Andy Nicholson, Corday Goddard

MEMBERS EXCUSED: Rich Aicher-Vice Chair

OTHERS PRESENT: Rob Strong, Robyn Hallet, Ben Fauske, Matt Roberts, Pat Leifker, DonElla Payne, Dawn DeWitt, Randy Gast, John Heugel

APPROVAL OF MINUTES:

1. Approval of the minutes from the February 18, 2013, meeting of the Brown County Housing Authority

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to approve the minutes from the February 18, 2013, Brown County Housing Authority meeting. Motion carried.

STAFF REPORT:

12. Introduction of new commissioner

Everyone in attendance introduced themselves. R. Hallet introduced C. Goddard as a new commissioner to the BCHA. She stated that he is the Assistant Dean for Student Development at St. Norbert College and has been involved with Ecumenical Partnership for Housing. C. Goddard expressed his interest in the area of housing and his appreciation for the opportunity to be on the BCHA. Everyone welcomed him.

COMMUNICATIONS:

2. FSS reprocessing award notification from HUD dated February 19, 2013

R. Hallet explained that HUD has completed the reprocessing of the FSS funding that was previously awarded and as a result, there is no change to the FSS Coordinator funding the BCHA was previously awarded. We will continue to receive the total amount of \$135,462 to fund three positions.

3. PBCA NOFA status update posted February 20, 2013

R. Hallet explained she chose to share this notice to give Commissioners an update on the Project Based Contract Administration NOFA that BCHA had applied for in conjunction with Nan McKay & Associates and LOMOD many months ago. As this notice indicates, there has been no resolution yet to the suspension of awarding the NOFA. This notice indicates that the courts would make a determination regarding this issue before the end of June. It is unknown how much longer after that time before housing authorities would receive information regarding the status of their application.

4. HAIG dividend notification dated February 20, 2013

R. Hallet explained that BCHA has received a Supplemental Dividend of \$530.90 from Housing Authority Insurance Group for 2011.

5. HUD Sequestration letters dated February 25 and March 7, 2013, regarding cuts to the 2013 budget and HCV Program

R. Hallet stated that the BCHA has received two letters from HUD regarding sequestration: the first one was to notify housing authorities of potential funding cuts due to the impending sequestration. The subsequent letter explained that sequestration had in fact been ordered as of March 1 and, as a result, there would be cuts to both the Housing Assistance Payment funding, as well as Administrative funds. R. Hallet stated the impact of this would be discussed in further detail with Agenda Item #10.

REPORTS:

6. Report on Housing Choice Voucher Rental Assistance Program

A. Preliminary Applications

P. Leifker reported that there were 123 preliminary applications for February 2013.

B. Unit Count

P. Leifker reported that the unit count for February 2013 was 3,064.

C. Housing Assistance Payments Expenses

P. Leifker stated that the HAP expense for February 2013 was \$1,213,860.

D. Housing Quality Standard Inspection Compliance

M. Roberts reported that there were 440 inspections for February 2013. Of those, 57.73% passed the first inspection, 18.41% passed their reevaluation inspection, and 23.86% failed their inspection.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

D. DeWitt reported that there were 261 port-outs with an associated HAP expense of \$215,150. She also reported that ICS underspent by \$1,220 in February 2013, and FSS was underspent by \$3,055.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)

D. Payne reported that there were 96 FSS clients in February 2013, 34 of them had an escrow account, and there were no graduates, 7 new contracts, and 73 homeowners.

G. VASH Reports (active VASH, new VASH)

D. Payne reported that there were 19 VASH clients for February 2013 and no new VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker reported that there were 9 new investigations assigned in February 2013, 6 of which were closed and 3 remained active. Of the 178 new applications processed, one was denied. There was one addition to household background check completed in February.

There was discussion regarding the 5-page report listing the addresses of all of the new application background checks. The Commissioners agreed that this level of detail was no longer necessary and instead a report that indicated how many applicants passed or failed the background check in each municipality would be sufficient.

I. Reasons for Background Screening Denials

P. Leifker reported that there were no background screenings this month that were denied by Langan which had not been previously caught by ICS, so there is nothing new to report.

OLD BUSINESS:

7. Discussion and possible action regarding the final version of ICS HCV contract

T. Diedrick introduced this topic, giving background regarding the progress toward finalizing a contract extension. R. Hallet explained that the agenda packet contained the version of the contract extension that was available at the time the agenda was distributed; however, since then it has had further modifications, so the version which was passed out at the meeting is what is hoped will be the final version to be approved today.

R. Gast expressed appreciation for the collaboration in working on this extension and reviewed some of the main points of this new contract. This agreement, referred to as the 2014 Agreement, begins when the 2013 one-year extension expires at the end of December 2013 and continues through December 31, 2015. In Section #5, the Agreement states that at the beginning of each year ICS will transfer to BCHA any HCV funds not disbursed by ICS. Section #6 explains the new payment arrangement, which consists of ICS providing BCHA with an annual budget for approval; BCHA will pay ICS two months' worth of the approved budget for the first month of the Agreement so ICS has funds available to pay their expenses. Thereafter, ICS will provide to BCHA monthly reimbursement requests based on actual expenditures, and BCHA will reimburse ICS expenditures in compliance with the approved budget. The Agreement contains Exhibit A which lists several efforts expected to be taken to provide respectful service to the public, to be vigilant in combating fraud and abuse, and to provide for BCHA oversight. Exhibit B outlines additional obligations regarding access to financial information and data, ICS HCV budget and financial accountability, ICS HCV staffing and compensation levels, software data ownership, and joint ICS/BCHA meetings. R. Gast explained that the final signed version would also contain the ICS organizational chart as Attachment B-1 and ICS compensation ranges per position as Attachment B-2.

T. Diedrich asked Sup. A. Nicholson if he thought that the County Board would be satisfied with this Agreement. Sup. A. Nicholson responded that he did; however, he would request that at the end of this 2014 Agreement that an RFP be conducted to allow other entities an opportunity to submit a proposal to administer the program.

A motion was made by Sup. A. Nicholson and seconded by C. Goddard to approve the final version of the ICS HCV Contract, with the addition of an RFP to be conducted for the administration of the HCV Program before this contract expires. Motion carried.

8. Discussion and possible action regarding BCHA conversion loan repayment

R. Hallet reminded commissioners that this item was discussed at the February 2013 meeting, at which time the Authority agreed that staff would work with the homeowner regarding a repayment agreement for the portion of the BCHA loan which would not be paid off in the short sale. She reiterated that the loan was for a total of \$5,000, of which \$2,500 would be paid off with the short sale. R. Hallet explained that she has been in discussions with S. Schoeneman at NeighborWorks regarding the repayment agreement. The contract for NeighborWorks' administration of this program states that repaid loans would be collected by NeighborWorks to make new loans available to new homebuyers. Therefore, it was agreed that NeighborWorks would arrange and sign the repayment agreement with the family and would also collect the payments. As of R. Hallet's most recent discussions with NeighborWorks, the amount of the monthly repayment hadn't yet been determined, but it was expected to be approximately \$50 per month.

The closing on the short sale was to be March 20, but it has since been postponed to an undetermined date in April.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to approve the above explained arrangement. Motion carried.

9. Discussion and possible action regarding port-outs

D. DeWitt and P. Leifker explained the financial impact that vouchers which are ported out of Brown County have on the HCV Program. When a voucher is ported out, the receiving housing authority can choose to absorb the client into their program by issuing the family their own voucher or they can choose to bill the initial housing authority for the cost of the voucher. If a housing authority is not issuing vouchers, then they do not absorb vouchers either, so many housing authorities, especially those in large urban areas where there is a long or closed waiting list, bill ICS for the voucher that was ported there. The problem with this is two-fold. Compared to Brown County, the housing cost in many of the areas families choose to port to is much higher; therefore, we are often paying a much larger Housing Assistance Payment for the ported out voucher. In addition, the initial housing authority only retains a small portion of the administrative fees for ported out vouchers: Initial housing authorities must pay 80% of 80% of the administrative fees to the receiving housing authority. For Brown County, this means that \$30.16 is paid to the receiving housing authority, while we retain only \$16.96. While the initial staff work is less to process a voucher that is porting out, there is a process staff must undertake each month for each billed voucher, so there are still staffing costs to account for.

Sup. A. Nicholson inquired where the vouchers port to. ICS staff explained that being a nation-wide program, a family could choose to port their voucher anywhere in the country, however, two of the housing authorities that ICS ports many vouchers to include Hennepin County in Minnesota and Chicago Housing Authority.

Sup. A. Nicholson stated that it seems that Brown County has more vouchers than it needs and inquired who determines how many vouchers a housing authority receives, how that number is determined, how Brown County obtained the number it has, how and when those numbers are reallocated, etc. R. Strong explained that some of the reason for the number of vouchers stems from the fact that Brown County was a pilot program when the

Experimental Housing Program began. D. DeWitt added that HUD does not analyze need and reallocate vouchers among housing authorities. D. DeWitt also reiterated that although Brown County may in theory have 3,381 vouchers, it is important to keep in mind that housing authorities can only issue as many vouchers as their budget authority allows, therefore the number of vouchers in use in Brown County for February was 3,064. Staff also explained that there is indeed a need for vouchers in Brown County demonstrated by the length of the waiting list, which is currently approximately 9-12 months. Sup. A. Nicholson asked for the contact person and phone number for someone at HUD as he'd like to discuss this with them directly. R. Hallet agreed to provide him with this information.

Discussion continued regarding the federal regulations for portability and the efforts ICS has taken to address this within our local abilities. D. Payne explained that in 2010 she gathered a large amount of data which was shared with HUD regarding the impact of portability on the program; however, to date HUD has not made any changes to the regulations to reduce the burden on initial housing authorities when receiving housing authorities choose to bill. Sup. A. Nicholson requested the contact information for HUD so he may speak with them. R. Strong offered to speak with Antonio Riley, HUD's Regional Administrator for the Midwest.

T. Diedrick requested that ICS staff put additional information in writing to share with the commissioners prior to the next meeting so that commissioners can determine if they have further questions and forward such questions to ICS so they can be prepared to answer them at the next meeting.

NEW BUSINESS:

10. Discussion and possible action regarding sequestration funding cuts

R. Hallet explained that as the earlier communications from HUD indicate, HUD estimates that proration for voucher renewal funding will be 94.1% for Fiscal Year 2013. In addition, administrative fee prorations will be reduced to approximately 68.5%.

ICS and BCHA staff has discussed efforts to absorb the impact of these cuts. HUD has released several notices giving housing authorities discretion to streamline HCV family income reviews. R. Hallet explained that while some of these may be beneficial, others may not be worth the efforts required to implement them. R. Hallet further explained that these provisions from HUD are temporary through March 2014, so unless HUD decides to make them permanent, implementing some of these provisions only temporarily may be more detrimental by causing confusion among participants. However, there are some provisions which staff has decided would be beneficial and will be discussed in further detail in Agenda Item #11.

R. Hallet also indicated that both she and M. Roberts have participated in a telephone conference sponsored by Nan McKay & Associates which provided suggestions to housing authorities regarding changes they could make in their operations in order to streamline processes or save funding, both Housing Assistance Payment funding as well as Administrative Fees. R. Hallet was pleased to report that BCHA and ICS already have in place many of the suggestions that were provided, demonstrating that we are ahead-of-the-game compared to some other housing authorities. However, staff did learn of several suggestions which they will be exploring and discussing further.

R. Strong indicated that we are fortunate to have reserves available, so we are in a better situation than some. We are not in a position where we need to make any drastic changes immediately but will continue to watch the funding situation and will have discussions to determine what changes we may need to make in the future.

11. Approval of revisions to Chapter 6 (Income and Subsidy Determinations) and Chapter 11 (Reexaminations) of Administrative Plan

P. Leifker explained that the revisions proposed to Chapters 6 and 11 are some of the temporary HUD provisions we have decided to implement immediately to increase efficiency and reduce costs. This change relates to streamlining annual reexaminations for elderly and disabled families on fixed income. He explained that the verbiage proposed to the Administrative Plan is taken directly from HUD's notice regarding this provision. He summarized that since families on fixed incomes generally have predictable and infrequent changes to their income, HUD is allowing housing authorities to streamline reexams for such families. For families in which 100% of their income is from a fixed income source, the housing authority may apply the published cost of living adjustment to the previously verified income amounts. This eliminates the need for ICS to send third party verification requests or to follow up with participants to provide needed verification. The greatest impact will be for participants who receive State SSI as that benefit amount never changes.

P. Leifker explained that the same language would be used in both of these chapters of the Administrative Plan, but these two chapters are different in that Chapter 6 addresses anticipating annual income, whereas Chapter 11 is regarding conducting annual reexaminations.

R. Hallet added that the phrase "expires March 31, 2014 unless renewed by HUD" has been added to these sections to eliminate the need to come back for Authority approval in the future if HUD decides to renew this provision or make it permanent.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to approve revisions to Chapter 6 and Chapter 11 of the Administrative Plan. Motion carried.

INFORMATIONAL:

None

BILLS:

R. Hallet read off the bills, which include:

- VandeCastle Law for \$693.51 for fraud small claims actions;
- John Heugel for \$1,035.00 for legal fees for the ICS/BCHA contract;
- Two fraud repayment participants in which tax interceptions were taken of incorrect amounts, so we owed them back \$194.81 and \$10.00, respectively; and
- City of Green Bay for \$272.68 for hotel costs for training and office supplies.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to approve the bills. Motion carried.

FINANCIAL REPORT:

None

STAFF REPORT:

R. Strong reported that second interviews for the Senior Accountant position would take place later this week. Hopefully we will have a new staff person in place within a few weeks.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to adjourn. Motion carried.

Meeting adjourned at 4:42 p.m.

rah:ejns

MINUTES
BROWN COUNTY REVOLVING LOAN FUND COMMITTEE
Tuesday, February 12, 2013
Northern Building
305 E. Walnut Street, Conference Room 200
Green Bay, WI 54301
3:00 p.m.

ROLL CALL:

Brent Miller	<u>X</u>	Chuck Riley	<u>X</u>
Robert Patrickus	<u>X</u>	Ron Van Straten, Chair	<u> </u>
Lynn VandenLangenberg	<u>X</u>		<u> </u>

OTHERS PRESENT: Chuck Lamine, Bernie Erickson, Fred Monique, and Lisa Harmann.

R. Patrickus called the meeting to order at 3:00 p.m.

ORDER OF BUSINESS:

1. Approval of the minutes of the December 17, 2012, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by B. Miller, seconded by L. VandenLangenberg, to approve the minutes as presented. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session to confer with legal counsel regarding loan litigation with Ashwaubenon Creek, LLC. d.b.a. the SC Grand.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by R. Patrickus, seconded by B. Miller, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of conferring with legal counsel regarding loan litigation with Ashwaubenon Creek, LLC. d.b.a. the SC Grand. Motion carried unanimously.

A motion was made by C. Riley, seconded by B. Miller, to return to open session. Motion carried unanimously.

3. Adjourn.

A motion was made by C. Riley, seconded by R. Patrickus, to adjourn. Motion carried unanimously. The meeting adjourned at 4:08 p.m.

PORT AND SOLID WASTE DEPARTMENT



2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **January 21, 2013** at the Brown County Materials Recycling Facility, 2561 S. Broadway, Green Bay, WI

1. Call to Order

The meeting was called to order by Solid Waste Board Chair John Katers at 1:32 pm.

2. Roll Call

Present: John Katers, Chair
Mark Vanden Busch, Vice-Chair
Lisa Bauer-Lotto
John Kennedy
Mike Van Lanen
Norb Dantine, Treasurer
Dave Landwehr
Bud Harris
Ray Kopish

Also Present: Dean Haen, Brown County P&SW
Chad Doverspike, Brown County P&SW
Mark Walter, Brown County P&SW
Chris Blan, Brown County P&SW

3. Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Norb Dantine and seconded by Ray Kopish. Unanimously approved.

4. Approval/Modification – Meeting Minutes of November 12, 2012

Corrected the spelling of “Golder” Associates.

A motion to approve the modified minutes was made by Ray Kopish and seconded by Dave Landwehr. Unanimously approved.

5. Inter-County Sale of Property Between Port and Solid Waste and Public Works
Approximately 10 acres in the NW corner of County Highway Z and Vande Wattering Road
– Request for Approval

Staff has been working with the Brown County Public Works (formerly Highway Department) regarding mitigation lands and the concept of a mitigation bank. The

department would like to partner with Public Works to form a Mitigation Bank with Port and Solid Waste contributing land and Public Works contributing manpower and equipment, splitting the acreage for internal use and external sale of credits to municipalities and others that may need to purchase mitigation bank credits. Both Departments will continue to explore the concept of a mitigation bank.

Port and Solid Waste is proposing to sell 9.47 acres of land to Public Works for their immediate mitigation needs. The sale price is \$74,870 (\$2,000/acre for 1.48 acres of wooded wetlands and \$9,000/acre for 7.99 tillable acres. Public Works will conduct the survey and file the property transfer with Register of Deeds.

A motion was made by Mike Van Lanen to enter into an Inter-County Sale between Port & Solid Waste and Public Works for the transfer of 9.47 acres for \$74,870 with the resolution amended that Port & Solid Waste has right of first approval to purchase property, if the property is not used solely Public Works purposes. Motion was seconded by John Katers. Unanimously approved. Norb Dantine and Dave Landwehr abstaining.

6. Tire Rate Change – Request for Approval

Brown County, Winnebago County, and Outagamie County have jointly issued a tire recycling RFP. The lowest cost proposal was received from Liberty Tire at \$150/ton. Staff is requesting a rate increase from our current price of \$150/ton to \$175/ton or \$1.75/20 lbs.

A motion to approve the tire rate change was made by John Katers and seconded by Ray Kopish. Unanimously approved.

7. Recycling Transfer Station Capacity Report – Update

Tonnages has increased at the MRF and more space may be needed to deal with the increased wear and tear on the front end loader and damage to the building. The department has undertaken a preliminary analysis for increasing storage. Two potential solutions: expand the current MRF tip floor; or look for a site for expansion. An off-site location would be more expensive due to a need for new machinery, new equipment, land, and staffing. Staff will continue to work with the BOW to examine the need for a system-wide solution to dealing with peak holiday storage issues.

8. New Website

Staff showed the Board the new website. The department's goal is to be the resource for all questions related to solid waste, recycling or household hazardous waste. Staff has been trying to drive the public to the user-friendly recycling website (www.browncountyrecycling.org).

9. Solid Waste Management Agreements – Update

Twenty-three out of the twenty-four municipalities have signed the new agreement. An additional twenty-one businesses have signed a solid waste management contract. In total, 70% of Brown County tonnage is now under contract. As a result, the Department is in a much better position to financially plan for future solid waste activities.

10. Director's Report

The Wisconsin Integrated Resource Management Conference (WIRMC) will be held in Green Bay this year. If interested in attending, please let Jodi Meyer know. The Department will pay for the cost of attending for Board members.

The Department has implemented a second shift at the BOW recycling facility and staff is looking for additional tonnage to make the 2nd shift permanent. The 2nd shift should reduce the processing costs for all users and result in a higher recycling rebate paid back to its users.

The BOW Strategic Plan effort is progressing. In December, stakeholder meetings were held with internal and external stakeholders. This has generated a lot of feedback and direction for the three county Directors to start formulating the plan. The plan should be finalized by June 2013 for the Board's approval.

The website now allows customers to pay their bills by credit card. Credit card fees have been rising and this cost needs to be addressed. Staff is working on options to pass along the processing fee to customers that pay by credit card or allow customers to pay by an electronic fund transfer (EFT).

The department rented the back of the MRF building out to a company called Green Box. Green Box paid eleven months of the building lease up front and also leased the office space and baler. The office and baler lease was to be paid monthly starting in October; the account has becoming delinquent. If the account is not current by March, it will be turned over to Corporation Council for legal action.

11. Such other Matters as Authorized by Law

12. Closed Session

Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require closed session.

A motion to go into closed session was made by Norb Dantinne and seconded by John Katers. A roll call vote followed with the following Board members voting "aye": John Katers, Mark Van Den Busch, Lisa Bauer-Lotto, John Kennedy, Mike Van Lanen, Norb Dantinne, Dave Landwehr, Bud Harris, and Ray Kopish voting. There were no "nay" votes; the motion was passed. The purpose of the closed session was for deliberation and possible negotiations/action relating to the purchase and sale of parcel HL-356 property in the Town of Holland. No decision was reached and may be an item the board members will talk about in the future.

A motion was made by Ray Kopish and seconded by Norb Dantinne to return to open session. A roll call followed with the following Board members voting "aye": John Katers, Mark Van Den Busch, Lisa Bauer-Lotto, John Kennedy, Mike Van Lanen, Norb Dantinne, Dave Landwehr, Bud Harris, and Ray Kopish. There were no "nay" votes; the motion was passed. No action was taken. The Board continued with agenda items in open session.

13. Adjourn

Meeting adjourned at 3:50 p.m.

A motion to adjourn meeting was made by Ray Kopish and seconded by Dave Landwehr. Unanimously approved.

John Katers, Chair
Solid Waste Board

Dean Haen, Director
Port & Solid Waste Department